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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Deputy Chief, Supply Division

SUBJECT: Weekly Activity Report

DATE: 14 May 1953

1. GENERAL: 25X1A6a

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a. Move to [REDACTED] (continued item) 25X1A6a

(1) Operating plans for the move to [REDACTED] are being focused on 25 May as the moving day and schedules set accordingly. No comments have been received to the Operating Plan from divisions or Agency offices concerned with the relocation to [REDACTED] which would materially change the overall concept of the moving operation.

(2) Detail moving plans are in the process of preparation as an appendix to the operation plan forwarded by memo, of 30 April. Schedules of truck assignment and operation along with floor plan, layout and organization of the [REDACTED] depot are being assembled in this paper. In general, the appendix simply amplifies, in further detail for the supervisory level, the implementation of the move. It is, however, now proposed that no uncleared personnel will be in the [REDACTED] depot during the removal from Washington warehouses. Supplemental contract laborers necessary to effect the move will be working only with non-sensitive materials at [REDACTED] depots.

b. Supply Training at [REDACTED] (continued item)

No change.

c. [REDACTED] (continued item)

(1) Overall activation progressing satisfactorily, but the slowness in obtaining cleared personnel and equipment remain paramount in reaching complete readiness.

(2) Procedures to cover requisitioning and accounting for material procured through GSA are now under study by the GSA Regional Office and the Depot. Upon completion of this review, further comments will be obtained from the Supply Division.

d. Supply Economy Program: (continued item)

A meeting was held with DD/I administrative personnel in M Building on 7 May. Col. [REDACTED] represented the Logistics Office in obtaining successful interest in the program. The work on this program is continuing. Art work, in connection with poster layout, is being handled by the Cartographic Division.

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2. Projects and Studies in Process

a. Catalog Index: (continued item)

Compilation of catalog index completed and in the process of transferral to multilith plates for reproduction.

b. Stock Numbers for Material Under Control of OPC Logistics:
(continued item)

Screening phase is completed and final writing and key punching of items not in supply accounting file will be completed within 10 days.

c. Stock Numbers for New Electronics Items: (continued item)

No change.

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d. Non-Catalogued Items at [REDACTED] (continued item)

No change.

3. OTHER ITEMS OF INTEREST

a. Supply Regulations

(1) Comments to the above publication have been received from cognizant divisions, with the exception of ^{the} Comptroller, ~~Analyst and Officer of Training~~. The comments thus received have recommended little in change of content and no problem is anticipated in their resolution.

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(2) Rearrangement of these regulations (previously submitted as Regulation [REDACTED] of 17 February for comment) to Agency format and numbering have been completed. This information was reported by supplement to Weekly Activity Report of 7 May.

b. Supply Procedures

[REDACTED] supply procedures are currently being reviewed by the Comptroller and extensive changes are anticipated to incorporate basic accounting information in this publication for [REDACTED] use.

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4. Special Problems:

None

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5. Major Objectives:

No significant change in status of uncompleted projects of this category over that previously reported in weekly reports of 16 April and 7 May.